New! Online Program Enrollment Instructions - 2009

This instruction manual is available on the ADE website in the Enrolllment Reporting Services Section at: http://www.ade.az.gov/cte/EnrollRptgSvcs.asp under the title of New! Online Program Enrollment Instructions - 2009.   These instructions will walk the report preparer step-by-step through the process to enter and submit program enrollment data.

Follow the instructions below to get into the online system:

Go to the ADE website: **http://www.ade.az.gov**

Click on **Programs**

Click on **Career & Technical Education**

Click on **Enrollment Reporting Services**

Click on **Enrollment – Concentrator and Placement Report Online System**

OR

go directly to: **http://www.ade.az.gov/PerfMeasures/splash.asp**

Click on **LOGIN** (use the same user ID and password the district uses to enter Performance Measures). If the district does not have this information please contact Jet Wilson at (602) 542-5486, Della Hofer at (602) 542-5711 or Donna Kerwin at (602) 542-7881.

Note: The district/school that submitted course enrollment will submit program enrollment.
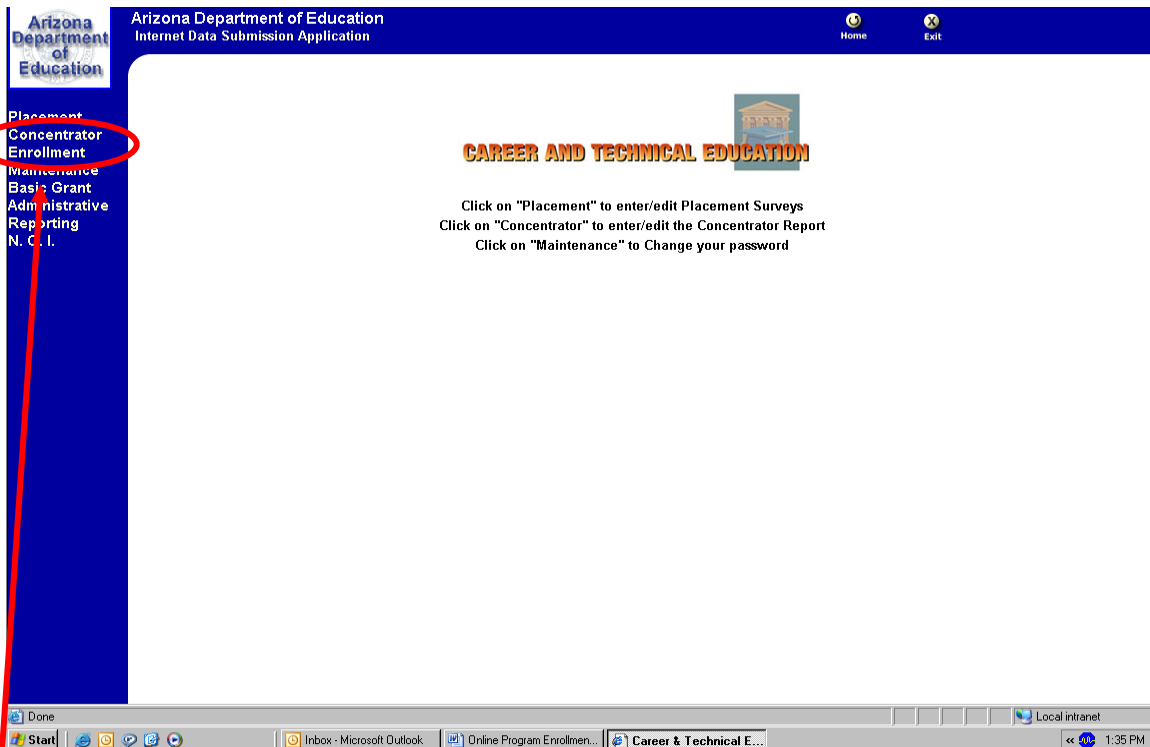
This option is available on the Performance Measures website (online system). It has been developed for your convenience so that you can add FY2009 Program Enrollment records online. We will only accept FY2009 Program Enrollment records submitted to ADE CTE using the online system or in a text file attachment*. The text file needs to be an email attachment sent to CTE at: CTEDataCollection@azed.gov.

*The text file format is located at: http://www.ade.az.gov/cte/GrantsMIS/filelayout/

To add a new Program Enrollment record for FY2009, click on Enrollment.

Arizona Department of Education
Internet Data Submission Application

Home   Exit

Placement
Concentrator
Enrollment
- Course-40th Day
- Course-100th Day
- Program
- Course Upload
- Submissions
- Reports
Maintenance
Basic Grant
Administrative
Reporting
N. C. I.

CAREER AND TECHNICAL EDUCATION

Click on "Placement" to enter/edit Placement Surveys
Click on "Concentrator" to enter/edit the Concentrator Report
Click on "Maintenance" to Change your password

http://devweb1/PerfMeasures/FiscalYear.asp?Form=CourseUpload&AppNbr=32&TransactionType=C   Local intranet
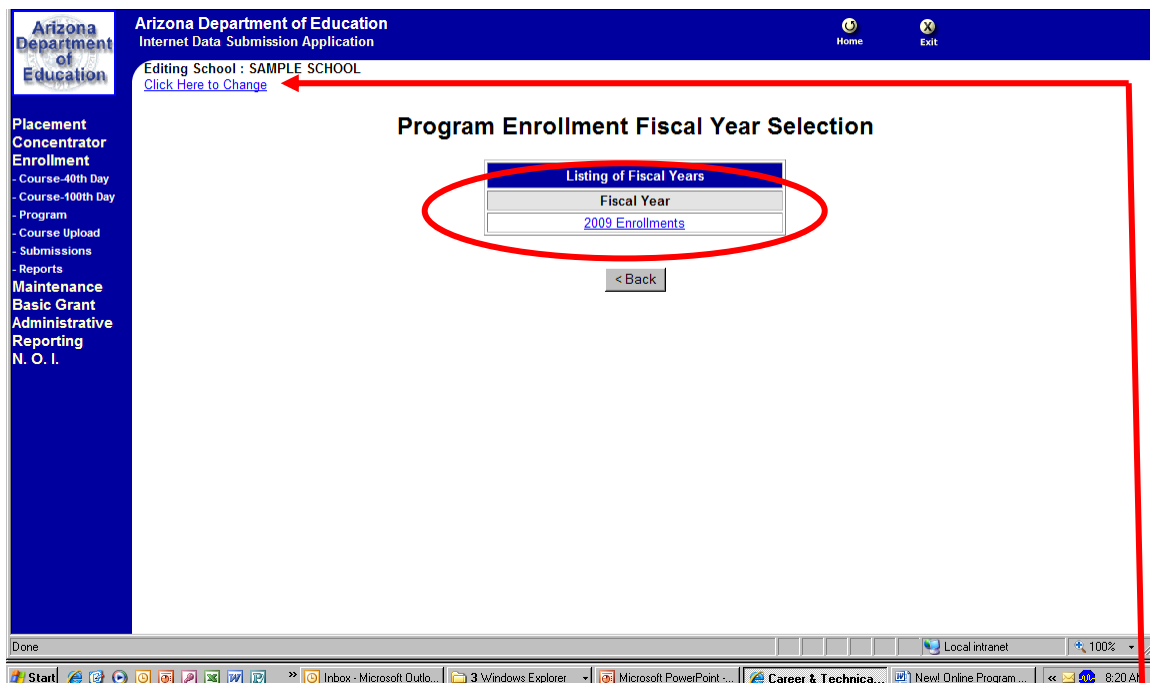
Start   Inbox - Microsoft Outlook   Online Program Enrollmen...   Career & Technical E...   1:37 PM

Click on Program.

Select the <u>School</u> or <u>CTDS number</u> by clicking on the drop-down arrows then click on <u>Go</u>.

Click on 2009 Enrollments to add, modify or delete records. You can also select another school in your district by using the Click Here to Change link.

After the district submits program enrollment data and notification to process is received, the district will receive a verification report and signature pages. All valid and invalid records will appear on the district Program Enrollment (VOCI 25) report. Valid records have been recorded on your district's Program Enrollment Master Print Report (VOCI 26).
Invalid records have not been recorded to your district's Program Enrollment Master Print Report (VOCI 26) and must be corrected and re-submitted.

To add Program Enrollment records, click on the flashing red/yellow Add New Record.

In FY2009 all programs are required to report Career Preparation programs.

Select a Program Name or Program Number and click on Submit.

The Fiscal Year is set to 2009.

Arizona Department of Education
Internet Data Submission Application

Home   Exit

2009 Secondary CTE Program Enrollment
NEW Delivery System – Career Preparation

Placement
Concentrator
Enrollment
- Course-40th Day
- Course-100th Day
- Program
- Course Upload
- Submissions
- Reports
Maintenance
Basic Grant
Administrative
Reporting
N. O. I.

Program Enrollment Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2009
Program	Description	
010100	Agricultural Business Management - Agriscience	

Enrollment Count by Grade			
Grade 09	0	Grade 10	0
Grade 11	0	Grade 12	0

Enrollment Count by Gender			
Male	0	Female	0

Enrollment Count by Ethnic Group and Gender					
	Male	Female		Male	Female
White	0	0	Indian	0	0
Black	0	0	Asian	0	0
Hispanic	0	0			

Enrollment Count for Special Populations and Gender					
	Male	Female		Male	Female
Disabled	0	0	LEP	0	0
Economic Disadvantaged	0	0	Single Parent	0	0

Done   Local intranet   100%

Start | Inbox - Microsoft Outlo... | 3 Windows Explorer | Microsoft PowerPoint -... | Career & Technica... | New! Online Program ... | 8:45 AM

Enter your Program Enrollment counts.

Enter the Program Enrollment Counts by Grade and Gender, the total of the Program Enrollment Counts by Grade must equal the total of the Program Enrollment Counts by Gender (you will receive an error message if they do not match). Enter Program Enrollment Counts by Ethnic Group and Gender and Special Populations and Gender.
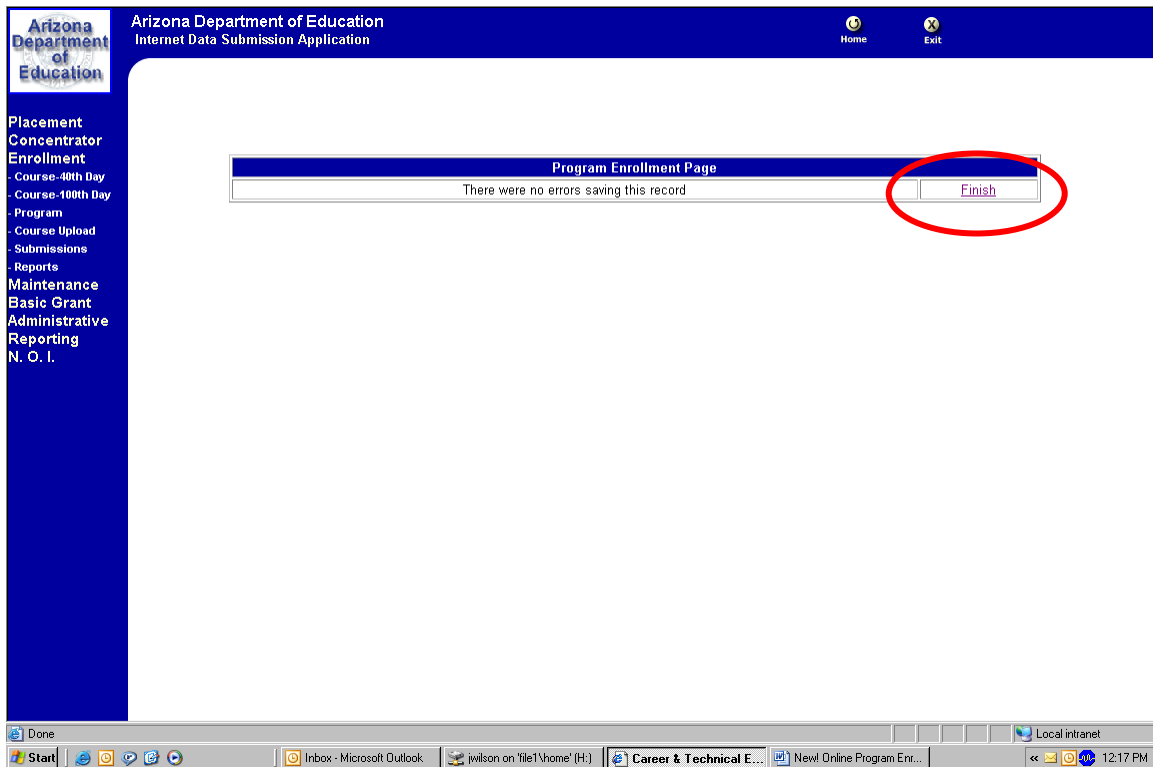
Click on Submit.

If there were no errors adding the record, this message will appear.

Click on Finish to go back to the Summary page for the school.

To add more records for your school, click Add New Record.

When you are finished adding all your Program Enrollment records, you may click on Click here to get a detailed report for your records. After you review the report, you may add more records or view, modify or delete existing records. You can change an existing record

by clicking on [Modify](#), or delete an existing record by clicking on [Delete](#). You cannot [modify](#) a [program number](#), if you need to change a program number you will need to [delete](#) the record and [add](#) the correct record. If you delete the record, it is gone from our database. If you modify the record, it is modified in our database. You may continue adding, modifying, deleting or viewing records using the online system until your report is correct.

When you have completed entering your data, you MUST send an email notification, <u>including your district name</u> to: CTEDataCollection@azed.gov, stating your Program Enrollment is complete and ready to process. When CTE MIS staff receives the notification email, we will process your data and mail the district Program Enrollment report (VOCI 25) for verification purposes and signature/s.

New! Online Program Enrollment Verification Instructions - 2009

This instruction manual is available on the ADE website in the Enrollment Reporting Services Section at:
http://www.ade.az.gov/cte/EnrollRptgSvcs.asp under the title <u>New! Online Program Enrollment and Verification Instructions - 2009</u>. These instructions will walk the report preparer through the process to enter and submit program enrollment data.

Follow the instructions below to log into the system:
Go to the ADE website: **http://www.ade.az.gov**
Click on **Program**
Click on **Career & Technical Education**
Click on **Enrollment Reporting Services**
Click on **Enrollment – Concentrator and Placement Report Online System**

OR

 go directly to**: http://www.ade.az.gov/PerfMeasures/splash.asp**

Click on **LOGIN** (use the same user ID and password the district uses to enter Performance Measures). If the district does not have this information please, contact Jet Wilson at (602) 542-5486, Della Hofer at (602) 542-5711 or Donna Kerwin at (602) 542-7881.

Click on **Enrollment** (left side of screen)
Click on **Program**
Select the **School** by Name or CTDS with the drop down box. Click **Go**
Click on **2009 Enrollments** to open the report for the school chosen or select another school by clicking on **Click Here to Change**
Click on **Add New Record, View, Modify or Delete**
Select a **Program Name** or **Program Number** and click on **Submit** if adding a new record
Enter all data and click on **Submit**
If there are no errors adding the record click on **Finish**

The district verification packet contains the following report:
  ▪ **VOCI 25 Program Enrollment Verification Report**
Records listed on the VOCI 25 contain correct data recorded on the Program Enrollment Master Print Report VOCI 26 file and errors <u>NOT</u> recorded on the Program Enrollment Master Print Report VOCI 26 file until the errors are corrected and resubmitted.

2009 Program Enrollment Forms
Records submitted Via the Website

This form is used to add, modify or delete district records during the verification period. Select the record by identifying the Program and Program Total.
NOTE: If records were **NOT** submitted using the online system, refer to text file submission instructions.

Corrections on the VOCI 25 Report

If a **Program Number** needs to be corrected, you will need to **Delete** the record and **Add** a new record with the correct information.

Delete Record
1. Select the record by identifying the Program and Program Total.
2. Click **View** to verify the record to be deleted.
3. Click on **Back**
4. Locate the record on the form. Click **Delete**
5. The system will ask to Confirm Delete. Click **Yes**
6. This message will appear - Program Enrollment Page "The program enrollment record was deleted successfully". Click **Finish.**
7. The record will no longer appear on the form. **Records deleted via the online system will not appear on your VOCI 25 or VOCI 26 reports – they have been deleted from our database.**

Add Record
1. Click on the blinking **+ Add New Record**
2. Select the new Program description by title or Program number **Click Submit**
3. Enter in Enrollment Count by Grade - **Tab**
4. Enter Enrollment Count by Ethnic Group and Gender - **Tab**
5. Enter Enrollment Count for Special Populations and Gender - **Tab**
6. Click on **Submit**
7. If no errors are detected, this message will appear - "There are no errors saving this record". Click **Finish**
8. The report screen for this School will appear.
9. To **Add** another record – **Repeat steps 1-7**

Modify Record:
1. Select the record by identifying the Program and Program Total.
2. Click **Modify**
3. Make the necessary changes to the Enrollment Information, Enrollment Count by Ethnic Group and Gender, Enrollment Count for Special Populations and Gender – Click on **Submit**

4. If no errors are detected, this message will appear -"There are no errors saving this record". Click on **Finish**
5. The report screen for this school will appear.

When all program enrollment corrections and/or changes have been entered, you must send an email notification, stating the data is complete and ready to process, include your school/s or district name, to: **CTEDataCollection@azed.gov**. Please keep in mind this email will be used for the submission date. Also, the VOCI 25 report **Signature page** will need to be mailed to ADE with the authorized signatures by the due date. You may fax the signature page/s, prior to mailing, in order to meet the verification deadline to 602-542-5832.

2009 Program Enrollment Form
Records submitted by Email Attachment (ASCII Text)

The district verification packet contains the following report:
  ▪ **VOCI 25 Program Enrollment Verification Report**
Records listed on the VOCI 25 contain correct data recorded on the Program Enrollment Master Print Report VOCI 26 file and errors <u>NOT</u> recorded on the Program Enrollment Master Print Report VOCI 26 file until the errors are corrected and resubmitted.

Please review ALL reports to determine the corrections needed to be made.
Corrections may be submitted by one of the following:
  Option 1
All corrections can be submitted in an ASCII text file. The EDP Data file text format is located at the following website:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/ProgramEnrollment.asp

  Option 2
You can submit **ADD** records via the online system; however Change/Modify and Delete records will need to be submitted on the EDP Data file text format located at the following website:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/ProgramEnrollment.asp

When all program enrollment data has been entered in a text file, **you must send an email notification with the text file attachment, stating the data is complete and ready to be processed, include your school/s and district name, to: CTEDataCollection@azed.gov**. Please keep in mind that this email will be used for your submission date. Also, the VOCI 25 report **Signature page(s)** will need to be mailed to ADE with the authorized signatures by the due date. You may fax signature page/s, prior to mailing, in order to meet the deadline to 602-542-5832.

Text Format Corrections for the VOCI 25 Report

When reviewing your data if you discover changes that need to be made to a program number you will need to **DELETE** the record and **ADD** a new record with the correct information.

Note: Unduplicated student counts
Each student may only be counted in one program, no matter how many programs they are enrolled in. Within each program, each student may only be counted in one ethnic category and in one special population category.

Delete a record (text format)
Make sure you have the correct character length for each element. This is located on the EDP Data file description at:
  1. http://www.ade.az.gov/cte/GrantsMIS/filelayout/ProgramEnrollment.asp
  2. Transaction code will be "D" for Delete
  3. Key the District number
  4. Key the School number
  5. Key the Program number

Example:
D020301003521200

Add a record (text format)
Make sure you have the correct character length for each element. This is located on the EDP Data file description at:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/ProgramEnrollment.asp

  1. Transaction code will be "A" for Add
  2. Key the District number
  3. Key the School number
  4. Key the Program number
  5. Space (blank) – No longer necessary to key the Tech Prep field
  6. Key Grade 09 enrollment (if not applicable you will need to add spaces or enter zeroes)
  7. Key Grade 10 enrollment (if not applicable you will need to add spaces or enter zeroes)
  8. Key Grade 11 enrollment (if not applicable you will need to add spaces or enter zeroes)
  9. Key Grade 12 enrollment (if not applicable you will need to add spaces or enter zeroes)
  10. Key the Male count (if not applicable you will need to add spaces or enter zeroes)
  11. Key the Female count (if not applicable you will need to add spaces or enter zeroes)
  12. Key the White Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)

13. Key the White Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
14. Key the Black Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
15. Key the Black Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
16. Key the Hispanic Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
17. Key the Hispanic Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
18. Key the American Indian Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
19. Key the American Indian Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
20. Key the Asian Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
21. Key the Asian Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
22. Key the Handicapped Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
23. Key the Handicapped Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
24. Key the LEP Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
25. Key the LEP Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
26. Key the Economic Disadvantaged Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
27. Key the Economic Disadvantaged Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
28. Key the Single Parent Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
29. Key the Single Parent Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
30. Key the Total Enrollment count

Example:
A020301003521200
00100010001000100020002000200020000000000000000000000000000000
0010000000100000000000200000020000000000000004

16

Change a record (text format)
Make sure you have the correct character length for each element. This is located on the EDP Data file description at:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/ProgramEnrollment.asp

1. Transaction code will be "C" for Change
2. Key the District number
3. Key the School number
4. Key the Program number
5. Space (blank) – No longer necessary to key the Tech Prep field
6. Key Grade 09 enrollment (if not applicable you will need to add spaces or enter zeroes)
7. Key Grade 10 enrollment (if not applicable you will need to add spaces or enter zeroes)
8. Key Grade 11 enrollment (if not applicable you will need to add spaces or enter zeroes)
9. Key Grade 12 enrollment (if not applicable you will need to add spaces or enter zeroes)
10. Key the Male count (if not applicable you will need to add spaces or enter zeroes)
11. Key the Female count (if not applicable you will need to add spaces or enter zeroes)
12. Key the White Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
13. Key the White Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
14. Key the Black Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
15. Key the Black Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
16. Key the Hispanic Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
17. Key the Hispanic Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
18. Key the American Indian Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
19. Key the American Indian Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
20. Key the Asian Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
21. Key the Asian Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
22. Key the Handicapped Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
23. Key the Handicapped Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)

24. Key the LEP Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
25. Key the LEP Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
26. Key the Economic Disadvantaged Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
27. Key the Economic Disadvantaged Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
28. Key the Single Parent Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
29. Key the Single Parent Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
30. Key the Total Enrollment count

Example:
C020301003521200
001000100010001000200020002000200000000000000000000000000000000
001000000010000000000020000000200000000000000004

When all the data corrections have been entered, **you must and send an email notification with the text file attachment, stating the data is complete and ready to be processed, include your school/s and district name, to: CTEDataCollection@azed.gov**. Please keep in mind that this email will be used for your submission date. Also, the VOCI report(s) **Signature page(s)** will need to be mailed to ADE with the authorized signatures by the due date. You may fax the signature pages, prior to mailing, in order to meet the deadline to 602-542-5832.